Frequently Asked Questions: as of <u>March 23, 2015</u>.

Below are some FAQs and short answers. We hope this will provide some valuable information as you work through the registration and implementation process for SBAC.

If you have additional NH SBAC administration, accommodation or technical questions, please call (1-844-202-7584) or email the NH Smarter Balanced Help Desk, NHHelpDesk@air.org

For information related to DLM and the KITE system please see the "DLM FAQs" on the NHDOE website:
http://www.education.nh.gov/data/documents/dlm_registration_processing_faqs.pdf

Student registration – (In district student)

1. **Who should register students?**
   - Students must be registered via i4see submissions. Please review the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc

   - Each SAU has an i4see coordinator, who should be familiar with the process your district/school uses to provide the i4see submissions. A list of i4see contacts is also found on the i4see website: http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts

2. **How to register students**
   - See registration document posted on DOE i4see website, under TIPs: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415.doc

3. **What status does the i4SEE batch need to be in to process?**
   - Only roster batches that are Batch Verified will be processed. Please do NOT delete old rosters until the new ones are verified.   We will always take the most recent verified data for each student. If you make a mistake and the new batch is not verified then the data from the old batch will still be used.

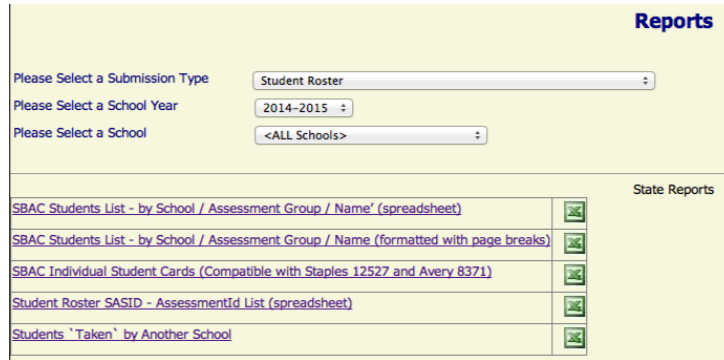4. **When will student data be in TIDE system?**
   - Processing nightly but there have been start-up issues that sometimes cause it to be delayed a few days.

5. **How to check students in TIDE?**
   - Use the "Student information" tab to search for students

6. **How to run the I4SEE reports?**
   - Select Analysis
   - Anomaly and State Reports
   - SubmissionType = Student Roster

7. **What if some students are loaded in TIDE but some are missing?**
   - Please refer to the Finding Missing Students Section below.

Student Registration – Out of district (OOD) and Out of State (OOS)

1. **Who should register students?**
   - The Sending District should register the Out of District Students.
   - Students must be registered via i4see submissions. Please review the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc
   - Each SAU has an i4see coordinator, who should be familiar with the process your district/school uses to provide the i4see submissions. A list of i4see contacts is also found on the i4see website: http://my.doe.nh.gov/Profiles/PublicReports/PublicReports.aspx?ReportName=i4seeContacts

2. **How to register OOD students**
   - See registration document posted on DOE i4see website, under TIPs: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415.doc
   - Sending district must register students with the private school code

3. **What status does the i4SEE batch need to be in to process?**
   - Only roster batches that are Batch Verified will be processed. Please do NOT delete old rosters until the new ones are verified.   We will always take the most recent Verified data for each student. If you make a mistake and the new batch is not verified then the data from the old batch will still be used.

4. **How to check OOD students in TIDE?**
   - Unfortunately, The Sending district is not able to view OOD students in TIDE. They are associated with the private school and only the private school can view the student in TIDE
   - OOD students will not show in any of Sending district's TIDE reports or queries.

5. **How to be sure the OOD student is in TIDE in the correct school?**
   - Use the I4SEE reports to verify the student is still associated with the Sending district and the correct private school. If so then the student should be loaded in the TIDE within 24 hours of registration.
   - Contact that private school and ask them to verify the TIDE registration

6. **For Out of State Placed students (OOS)**
   - Sending school should determine on which school's roster the student is registered.
   - If the student is on the sending school's roster then the receiving school should be contacted to determine which of the two options listed below will occur.
   - Options are:
     i. For the receiving school to administer the NH Assessment. In this case, the receiving school should follow the guidelines (above) for OOD students.
     ii. For the receiving school to administer their state's assessment. If the sending school's placement team (i.e. IEP Team) agrees, then the sending school needs to complete and submit the appropriate NH's Special Considerations Form.
   - If the student is on the out-of-state school's roster, then that student is part of that school system and subject to their assessment requirements.

Student Identifiers – SASID vs SSID vs AssessmentID vs StateID

1. **Why are there multiple Identifiers for my student and which one should I use?**
   - Due to new state privacy laws we are not allowed to send vendors the New Hampshire State assigned Student Identifier (also known as SASID). Instead, the state has created a new Assessment Identifier (AssessmentID) for each student. This AssessmentID will be used for Smarter Balanced Testing, NECAP Science testing, DLM testing and also ALT Science. The identifier will change each year and will be prefixed by the last 2 digits of the year.

2. **How to determine the AssessmentID for a student**
   - The Assessment ID can be found in I4SEE reports. See the section above for instructions on how to print the reports in the Student Registration Section.

Remember students rosters must be uploaded into I4SEE to be transferred to TIDE.

3. **What is the Smarter Balanced SSID and how does it differ from SASID?**
   - SSID is the term used by Smarter Balanced as the Student Identifier. It is the same as our AssessmentID just a different term. The Smarter Balanced SSID and SASID are **NOT** the same.

Finding Missing Students

- **I'm missing a student(s) in TIDE – what should I do?**
  - Verify you have loaded your rosters into i4SEE following the instructions above and that the most recent batch has been verified. This step is required for the students to be loaded into the TIDE system. If a batch is not verified it will not be processed.
  - Has it been 24 hours? Data is transferred to the TIDE System nightly for verified batches. It is not an immediate upload into the assessment system. If the student is an OOD student the sending district will not be able to see the student in the TIDE system. You will need to contact the out of district school to confirm the student is correctly registered to that school. You can also verify the student in the I4SEE reports for your district.
  - If the student is an in-district student and is still missing please check the "Taken" report on i4see to see if another district has registered the student. The district/school to last upload the student registration is where the student will be registered in TIDE. If the student is associated with district 950 (Out of state) then the student has been deleted from all rosters in the state.
  - You can also use the i4SEE real time Student Roster Submission Entry to view roster submissions for a SASID. For more information see the Adding and Changing Student Information section of t the i4see TIP document describing registration: http://www.education.nh.gov/data/documents/registering_students_state_assessment_1415_000.doc

  - Note: if a student was submitted in two batches we take the record from the batch with the more recent 'create date', not, modified date. So you can not edit a batch to make a record 'more recent', you would need to upload a new batch.

Student Demographics

1. **Why are student demographics not correct in TIDE?**

- Due to state privacy laws we are only sending the information to TIDE that is required for test administration. We have set all students in the state to the same race, gender and IEP, LEP and Economically disadvantaged status.

2. **Demographics for reporting and accountability?**
   a. Demographics for performance plus and accountability reports will be gathered in the same way they have been in the past – using the End Of Year (EOY), Sped Public, and related i4see submissions.

3. **Participation and Performance Calculations for accountability?**
   a. The StudentRoster submission is not the source to determine which students are associated with a given school for accountability – both participation and performance rates. After the test is complete and the End of Year (EOY) submissions are sent to the NH DOE, we will begin accountability calculations. We will use the EOY and related submissions to determine who should have been assessed for the purpose of calculating accountability. Additionally, the NH DOE has requested a waiver from the federal government for federal accountability of the 2014-15 results.

District and School Personnel and Teacher, Test Administrator Setup

1. **How to setup District Coordinators (DC) or School Coordinators (SC) for private institutions?**
   - For Smarter Balanced email Tam Feener at Tamara.Feener@doe.nh.gov or Dr Mantie at scott.mantie@doe.nh.gov.
   - District Test Coordinators (DC) can NOT setup other district coordinators – this can only be done at the state level.
   - District Test Coordinators (DC) are the highest TIDE role for NH public institutions and School Test Coordinators (SC) are the highest TIDE role for NH affiliated private institutions.

2. **School users and teachers?**
   - Districts will need to assign School Test Coordinators (SC), Teachers (TE) and School Test Administrators (TA) in TIDE through the District Test Coordinator.
   - Private schools with School Coordinators (SC) will need to assign Teachers (TE) and Test Administrators (TA) for their schools.

3. **Out of District school setup?**
   - Each out of district private school should have a School Test Coordinator (SC) associated with the school. This school coordinator will then setup TEs and TAs for the private school. For Smarter Balanced Email Dr Mantie at

scott.mantie@doe.nh.gov or Tam Feener at Tamara.Feener@doe.nh.gov to request setup for a School Test Coordinator (SC) for private school.

4. **Where to find a list of the privileges associated with each role (ex: DC, SC, TE, TA)?**
   - For Smarter Balanced this can be found on the NH SBAC Portal at http://nh.portal.airast.org "TIDE User Guide", Understanding User Roles and Permissions section, p.4-6

5. **What if a teacher is administering sessions for multiple schools for Smarter Balanced?** Can the teacher use the same account?
   - The teacher will need to be registered as a user for each of the schools in TIDE for Smarter Balanced
   - If the same Email is used for each different school the teacher will be asked which school to log into for the session when logging into TIDE for Smarter Balanced.

Paper-Version test takers – Smarter Balanced

1. **How to request paper and pencil tests for Smarter Balanced?**
   - Superintendents and DCs (as of 3/3/15) should have received instructions from Dr Mantie.

2. **Instructions for Paper-version administration for Smarter Balanced**
   - Please check the NH Smarter Balanced Portal at http://nh.portal.airast.org , "Resources" pull-down menu, "Paper Materials"

3. **How to print Labels for Paper-version for Smarter Balanced**
   - This can be found on the Smarter Balanced Portal at http://nh.portal.airast.org. Look for the Printing Test Tickets and PreID labels section of the TIDE User Guide. Note that as of March 3rd the functionality to print labels has not been activated.

4. **Does a student taking the paper-version need to be registered in I4SEE for Smarter Balanced?**
   - Yes

Distribution of Assessment IDs to students

1. **How to distribute the Assessment ID to students?**
   - Option 1 - Print "Cards" for each student using the I4SEE Individual student cards. These can be printed on regular paper and cut manually or are setup to print on Staples 12527 business cards or Avery 8371 business cards for InkJet printers and Staples 14633 or Avery 5317 for Laser printers. Using the Cards is

not required. Note that the Student Test Tickets available in TIDE are NOT compatible with the Staples or Avery business cards.

- Option 2 - Print the list of students from i4see reports
- Option 3 - Export the list to excel for further formatting if desired, from i4see reports page.
- Option 4 – For Smarter Balanced Use TIDE to print test tickets for students. This data is formatted slightly differently than the I4SEE version but provides the same basic information students will need to take the test. We have been told by a district that the TIDE tickets are compatible with Avery 5263 which is a sticky label that can be applied to a 3x5 index card.

2. **How will Private schools get the Assessment IDs for their students?**
- The Sending district is responsible for getting the Assessment IDs to the private school.
- The Assessment IDs can be determined
    i. by printing student lists from I4SEE
    ii. Or by the Private school logging into TIDE and searching for all students in their school.

Entering Student Accommodations for Smarter Balanced

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1. **Will an IEP be required for accommodation usage in Smarter Balanced?**
- Certain SBAC accommodations require that the student has an IEP or 504 plan.
- SBAC Accommodations should only be made available to students when appropriate.
- If an SBAC accommodation is made available to a student at <u>any</u> time from the start of the first session to the completion of the student's assessment, then the system will assume the student used the accommodation – so make sure you do not set an accommodation for a student unless it is appropriate.
- The NH DOE will check at the end of testing and scores will be invalidated if the student does not have a valid IEP or is not eligible for the SBAC accommodation.
- The list of the SBAC accommodations requiring an IEP or 504 plan can be found in the Usability, Accessibility and Accommodations Guidelines on the NH SB Portal (http://nh.portal.airast.org).

2. **What if an accommodation was set incorrectly and the student started the test?**

- Please request a ***reset test*** appeal. The appeal for this situation is processed in TIDE. Information about appeals can be found in the Test Coordinator Documentation and Instructions for entering an appeal can be found in the TIDE

User Guide. Both documents are located on the NH SB Portal (http://nh.portal.airast.org).

3. **Can the ISAAP tool automatically upload to TIDE?**
   - The ISAAP tool is not presently compatible with uploading to TIDE. Users have been using the ISAAP tool to outline and decide which/what accommodations are necessary for students, then translating that into the TIDE format.

4. **Who is responsible for the actual assignment of accommodations to Out of District Students?**
   - The private school will need to do the actual assignment of accommodations in TIDE for the Out of District Student. The sending district could assist by providing the private school the accommodation data in a TIDE formatted file for uploading.

Which Student ID to use when uploading files to the Assessment Systems?

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1. **What StudentID should be used when uploading Accommodations or rosters in a file upload to the Assessment Systems?**

   - All interaction with NH state-wide assessments will use the AssesmentID also known as SSID in Smarter Balanced NOT THE SASID.

Rosters

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1. **Will rosters be created automatically using the Assessment Grouping field?**
   - Not this year
2. **Will rosters be needed during test administration for Smarter Balanced?**
   - No – see instructions below for Taking the Smarter Balanced Assessment
   - Rosters can be printed via i4see reports.

Assessment Grouping field in Smarter Balanced TIDE

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1. **How will the Assessment Grouping field be used in TIDE?**
   - The field is sent to TIDE in the UserdefineField1
   - At this point there is no sorting, exporting or searching using this field but the functionality is being researched.
   - This information in TIDE is not required.

Taking the Assessment – Smarter Balanced On-line version

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1. **What should I do to verify students are setup to test in TIDE?**
   - Please log into TIDE at least two days prior to the start of your testing window and verify all the students you are expecting are correctly registered. If you are missing students please refer to the Finding Missing Students section above.
   - Please verify the student list in TIDE again the day before you are planning to test to ensure all recent changes processed correctly and that another district did not upload a batch containing one of your students.   Uploads to TIDE are occurring overnight and will use the most recent i4SEE data for the student. If a student is missing please refer to the Finding Missing Students Section.
   Please note the data in TIDE will not match the i4SEE reports.
   - Please note that data loaded in i4see will have at least a one-day lag before it is loaded into TIDE. Therefore your list of students may not match.
2. **How will students log into TIDE to take the Smarter Balanced test?**
   Here is the process from registration to logging into take the test
   a. First, it is not necessary to create rosters in TIDE.
   b. Students are loaded in i4see (with an assessment grouping if wanted)
   c. School can print out rosters in i4see workbench — these reports (and/or 'tickets') can be used so that the proctor knows the student assessment ID (SSID) and the student first name. These are the two fields required for a student to sign into TIDE and take the test.
   d. Procter logs into TIDE, creates a session and writes the session ID on the board in the front of the classroom.
   e. Any student who was submitted in i4see for the same school where the proctor is conducting the session, can start their test (using the session id, SSID and their first name).
   f.   Again, TIDE rosters are not used for test administration

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Incorrect Grade

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1. **Student's grade is not correct in TIDE**
   - If the student is in included in a roster for grade 9, 10, 11, 12 then the student will be allowed to take the Smarter Balanced grade 11 assessment.
   - For all students in grade 3-8 the student will not be able to take the test for a different grade. The information for a student will need to be modified in I4SEE first and then the updated grade will be sent to TIDE overnight.

I4SEE rosters used for Accountability

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1. **Will the I4SEE rosters be used for Accountability?**
   - No

Testing of 11ᵗʰ Grade Alternate ELA/Math questions

1. **How should 11ᵗʰ Grade DLM repeaters be handled?**
   - Refer to the information below: "Testing of 11th Grade ELA/Math Alternate Assessments"

Accountability Rules and accountability demographic definitions

1. **What are the accountability rules and definitions?**
   - The details are being worked on by Accountability Task Force and are not finalized.
   - See Student Demographics above to understand distinction between registering students and accountability.

Reporting of student results

1. **Where will Student results be found?**
   - Performance Plus and ORS are being evaluated currently to come up with a comprehensive reporting process. Results will be available, as in the past, in Performance PLUS and on the i4see workbench by SASID and not by Assessment ID.
2. **Where will Demographics for reporting come from?**
   - Demographics will be gathered for use in reporting in the same manner as the past. The source for demographics is a combination of i4see submissions and related data. Schools could also create their own groups in P+ for reporting needs if desired. Teachers will be able to view their student results by class if your school(s) completes the SubmissionCourse and StudentClassSubmission.

First Year LEP Students who arrive after the ESOL Winter upload

1. **How should 1ˢᵗ Year LEP information be sent to the DOE for correct exemption for accountability if the student was not included in the ESOL Winter upload?**
   - Contact Susan Morgan (susan.morgan@doe.nh.gov) and provide the student's SASID, district, school and grade.

Homeschooled Students

1. **Can home school students take the Smarter Balanced Assessment?**
   - Yes, they can take the test but need to contact and make arrangements with their local public school for instructions.

Testing of 11th Grade ELA/Math Alternate Assessments

With the transition to this new assessment, the NH Department of Education (NHDOE) has received questions from school districts specifically regarding high school students and their participation in the assessment. Here are the facts:

- New Hampshire and federal law require that <u>all students</u> shall participate in the statewide assessment program once in high school.

- Most NH high school students that were eligible for the alternate assessment in math and/or English language arts last year met this requirement by taking the assessment in 10th grade.

- Students who took the assessment in other grades (2-7) must still take the DLM assessment this year because the law (RSA 193-C:6) is clear that all students in grades 3-8 shall participate in the assessment program.

- For districts who have students enrolled in their high schools that have not taken the alternate assessment (and are eligible) once in high school (in mathematics and/or English language arts) are required to do so this year.

- All high schools are required to implement the alternate assessment (districts must be prepared to do so). If there are no 11th grade students to participate in the DLM assessment in mathematics and/or English language arts (because all took both in 10th grade), then the district will need to ensure that it can provide documentation that this is the case, if requested.

The NH DOE would like to offer ALL districts the opportunity to have students who previously participated in the NH ALPs in 10th grade to participate in the DLM as 11th graders, if you choose. This can occur if the decision has been made that the alternate assessment is appropriate for that student through the IEP process for the 2014-15 school year. This practice will not only allow the district to experience the implementation of this new assessment, but will give the district baseline data for their students this year.

The NH DOE will be requesting a year of "hold harmless" through its ESEA Flexibility Waiver renewal (due March 31, 2015) process regarding using the new assessments in the states accountability system. This means that during our year of transition to DLM and Smarter Balanced, the state will only report the results of the assessments and those results will not be used in the accountability system. The results of the assessments will be used in the accountability system again after two years of results have been gathered (2016-17). We hope

this encourages you to allow your teachers and students the ability participates in DLM in 11th grade this year.

Please contact Dr. Scott Mantie (scott.mantie@doe.nh.gov) for NH-related assessment, accountability or policy questions. For DLM questions, please contact Susan Morgan (susan.morgan@doe.nh.gov). For Smarter Balanced assessment administration, accommodations, designated supports, document and training module and related questions, please contact the **New Hampshire Help Desk** (1-844-202-7584) or nhhelpdesk@air.org.